**Request to Ship/Carry Equipment/Materials Out of the U.S.**

Equipment, technology and materials should **NOT** be sent or carried outside of the U.S. until it is determined whether an export license, material transfer agreement, or other authorization is required. This form is used to help make those determinations. The shipper/traveler must complete sections A, B, and C. Complete a separate form for each separate item and transaction. **The request should be submitted as far in advance of shipping date as possible, as it can take up to 6 months to obtain a license, if required.** Until you receive notification of approval from Export Control Office, materials should NOT be transferred/carried to a foreign destination. Exporting materials without a required license can result in financial and criminal penalties. For more information, see the Export Controls Guidelines at <http://rci.ucmerced.edu/export-controls/international-shipping>

**A. UCM Contact Information for Shipper/Traveler**

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| Name:       Department: |
| Phone Number:       Email: |
| Mailing Address: |
| Name of Designated Contact: |
| Designated Contact Email:       Phone Number: |

1. **Equipment / Material to be Shipped**

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| Common and Technical Name: |
| Manufacturer and Model Number: |
| General function and use: |
| Is this equipment/material typically required to carry out your professional activities?  Yes  No  If yes, describe how will the equipment/material be used at the end destination: |
| URL where specifications may be found:  Or  Check here if a hard copy of the specifications is attached  Is this shipment associated with a research project at UCM?  Yes  No  If yes, please indicate which project, including the sponsor: |
| Total value in US dollars of shipment/export: |
| Number of items to be shipped/exported: |
| Who owns the equipment?  UC Merced Other (specify): |
| Is the material considered hazardous, chemical, DNA, virus, human derived material, infectious or a select agent?  Yes (*if Yes, also contact EHS*) No |
| Is the equipment/material in the public domain (i.e. can anyone purchase it commercially)?  Yes  No  If yes, ECCN: |
| Is the item a defense article (or component, or part thereof, or technical data related to a defense article)? (Click [here](http://www.pmddtc.state.gov/regulations_laws/documents/official_itar/ITAR_Part_121.pdf) for a list of defense articles.):  Yes  No If yes, USML Category: |

**Method of Shipment**

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| Will the traveler take the equipment/materials as baggage?  Yes  No  If another person is taking the equipment, indicate their name and affiliation:  If yes to either:  Indicate how equipment/material will be transported:  Carry On or  Checked Baggage  Dates of travel:  Carrier and flight number(s):  Will the items return to the U.S. with the PI? Yes No  If yes, when will items return to U.S. (approximately): |
| Will the equipment/materials be shipped?  Yes  No  If yes:  Date needed in destination country:       Preferred shipment deadline:  Method of shipment (name and address of company):  Estimated weight of shipment:  Will the equipment/materials be returned to the U.S.?  Yes  No  If Yes, How?       When? |

1. **Destination Information**

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| Name of Recipient:       Birth Date of Recipient:  Place and Country of Birth of Recipient:  Recipient Institution:       Website:  Physical Address *(PO Box is not acceptable)*:  Country:  Phone Number:       Email Address: |
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| Will foreign national end users be trained on how to use the equipment/materials? Yes No  Explain: |
| Will the equipment/materials be on loan to the recipient? Yes No  If Yes, what is the loan period?  If No, do you intend to transfer title in the equipment/materials to the recipient? Yes No  Other disposition of equipment/materials? Explain:  Any other relevant information: |

**D. Submit the Request** to [exportcontrols@ucmerced.edu](mailto:exportcontrols@ucmerced.edu)

**STOP HERE**

**E. RCI Evaluation and Export Recommendation** (*for use by Office of Research Compliance & Integrity only*)

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| Equipment/materials controlled under the ITAR: Yes No  If Yes, USML category:      **License required.**  Recommend filing a commodity jurisdiction request with State? Yes No |
| Equipment/materials controlled under the EAR: Yes No  If Yes, identify the ECCN:  Recommend filing a commodity classification request with Commerce? Yes No  Is a license required? Yes No Explain:  Any exemptions or exceptions applicable: Yes No Note: |
| Equipment/materials considered a tool of the trade according to [15 CFR 30.37(b)](https://www.gpo.gov/fdsys/granule/CFR-2011-title15-vol1/CFR-2011-title15-vol1-sec30-37)? Yes No |
| Is a freight forwarder to be used? Yes No If yes, letter of engagement on file with UCM? Yes No |
| Is an AES filing required for the shipment? Yes No  Indicate the Schedule B or HTS Number, if applicable:  Do you recommend filing a carnet? Yes No |
| Vetting/Screening:  Vetted: Recipient Name Recipient Institution/organization Other:       Date:  Any hits from Visual Compliance? Yes No  If yes, explain: |
| Approved, Initial and Date:  Follow up documentation: AES no. from freight forwarder:       Date filed: |